

USER'S MANUAL FOR A REPORT OF COMPLIANCE SUBMISSION

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1. Introduction

1.1. Required version of software

The system of a report of compliance functions under required version of software indicated below.

➤ Web blouse

Later than Microsoft Internet Explorer 6.0

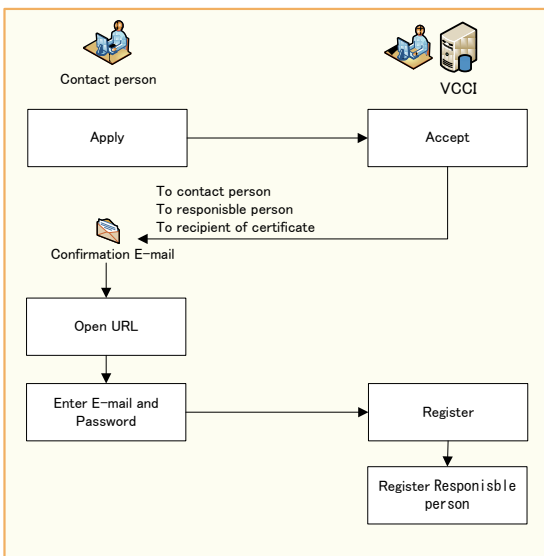
Later than Mozilla Firefox 2.0

※Javascript, Cookie should be effective

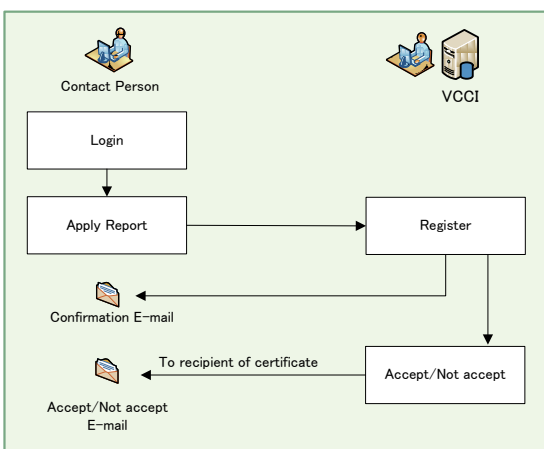
1.2. Outline of submission

You must be registered to use this system. If you are first time user of this system, register yourself first.

(See 2. User's registration)



After your register yourself to use the system, you can login with your email address and password from second time. Refer 3. Login for further instruction.

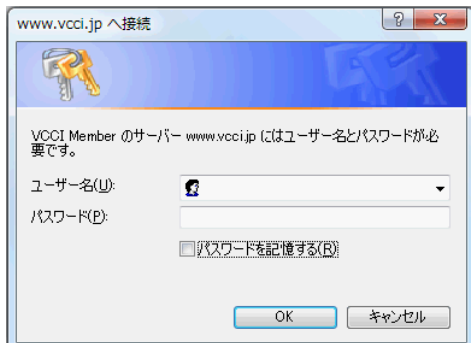


2. User's registration

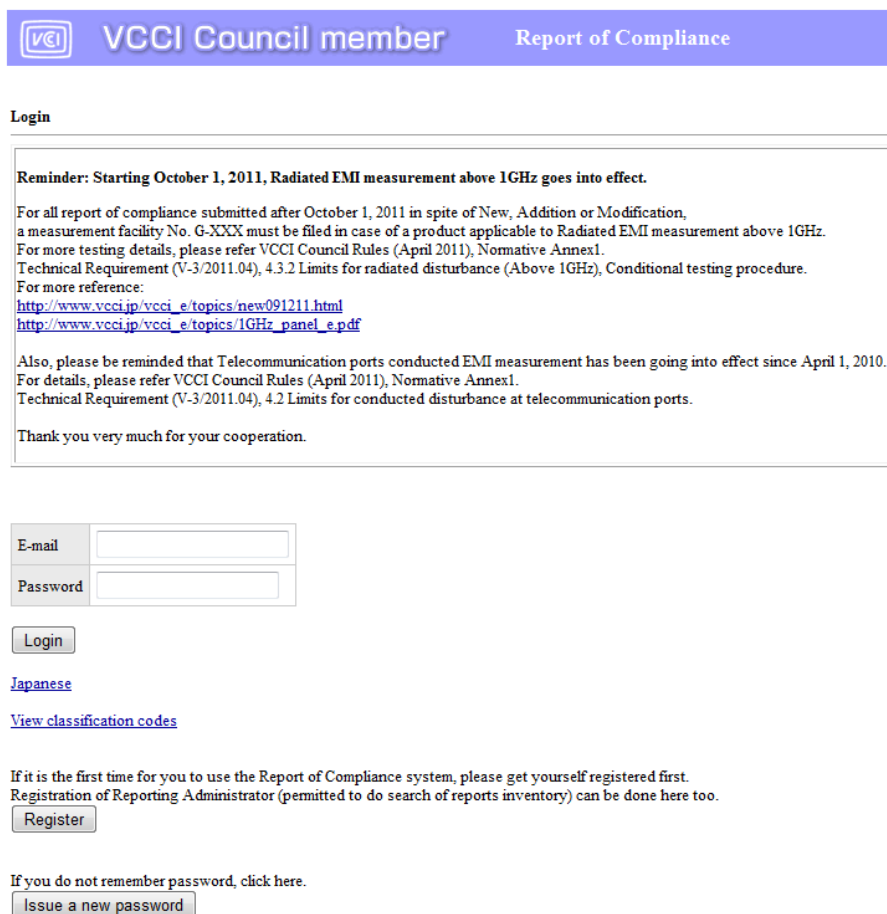
1. Open URL for a report of compliance.

https://www.vcci.jp/senyo/tekigou_kakunin/

2. Enter User ID and Password for a member section entry.



3. Click "Register" in a shown login page.



Reminder: Starting October 1, 2011, Radiated EMI measurement above 1GHz goes into effect.

For all report of compliance submitted after October 1, 2011 in spite of New, Addition or Modification, a measurement facility No. G-XXX must be filed in case of a product applicable to Radiated EMI measurement above 1GHz. For more testing details, please refer VCCI Council Rules (April 2011), Normative Annex1. Technical Requirement (V-3/2011.04), 4.3.2 Limits for radiated disturbance (Above 1GHz), Conditional testing procedure. For more reference:
http://www.vcci.jp/vcci_e/topics/new091211.html
http://www.vcci.jp/vcci_e/topics/1GHz_panel_e.pdf

Also, please be reminded that Telecommunication ports conducted EMI measurement has been going into effect since April 1, 2010. For details, please refer VCCI Council Rules (April 2011), Normative Annex1. Technical Requirement (V-3/2011.04), 4.2 Limits for conducted disturbance at telecommunication ports.

Thank you very much for your cooperation.

E-mail:

Password:

Login

[Japanese](#)

[View classification codes](#)

If it is the first time for you to use the Report of Compliance system, please get yourself registered first. Registration of Reporting Administrator (permitted to do search of reports inventory) can be done here too.

Register

If you do not remember password, click here.

Issue a new password

4. Fill the blanks in shown page and click "Confirm".

VCCI Council member		Report of Compliance
Register		
<p>Registration procedure Upon the submission of the form below filled out an e-mail will be sent to the contact person for confirmation copied to the responsible person and recipient of certificate of reporting. Go to the page pointed by the URL which you received in the e-mail. Enter e-mail address and password Click [Register]</p>		
Member's profile		
<p>Information to enter here is that of your company as a VCCI member registered at the time of your company's affiliation to VCCI. Editing the information here will not affect the member's profile. If you want your company's member profile changed please use Form 9 [Notice of Change] downloadable from the page [VCCI Documents and Forms] and send it to VCCI via postal mail.</p>		
(Mandatory)Member number	<input type="text"/>	
Company name(Automatic)	<input type="text"/>	
Address(Automatic)	<input type="text"/>	
Contact person's information		
Information to enter here is that of the contact person.		
Responsible person		
(Mandatory)Department	<input type="text"/>	
(Mandatory)Name	<input type="text"/>	
(Mandatory)E-mail	<input type="text"/>	
Reporting Administrator		
<input type="checkbox"/> Register as Reporting Administrator (authorized to do search of past reports)		
Contact person		
(Mandatory)Address	<input type="text"/>	
(Mandatory)Department	<input type="text"/>	
(Mandatory)Name	<input type="text"/>	
(Mandatory)Phone	<input type="text"/>	
(Mandatory)FAX	<input type="text"/>	
(Mandatory)E-mail	<input type="text"/>	
(Mandatory>Password	<input type="text"/>	
(Mandatory>Password(again)	<input type="text"/>	
Recipient of certificate of reporting		
(Mandatory)Department	<input type="text"/>	
(Mandatory)E-mail	<input type="text"/>	
<input type="button" value="Confirm"/> <input type="button" value="Back"/>		

Responsible person

- Assign an Responsible person. More than two persons can be registered per a member company.
- Confirmation email is sent to when a contact person is registered as a user or/and a revision is made for a content of user's registration.

Reporting Administrator

- Reporting Administrator is one person per a member company who is the contact person in Membership Application status.
- Reporting Administrator should be registered at "Registration for Search" to be so. After confirmed by VCCI, a registered Reporting Administrator can use "Search for submission" function.

Recipient of certificate of reporting

- Assign a Recipient of certificate. More than two persons can be registered per a member company.
- Confirmation email is sent to when a contact person is registered as a user or/and a revision is made for a content of user's registration.
- Approval email is sent to when a report is approved.
- "Not-approved" email is sent to when a report is not approved.

5. Review a filled contents in a shown "Confirmation page" and click "Register".
6. Open an given URL in a confirmation email.
 - Email is also sent to Authorizer and Recipient of certificate.
7. Enter E-mail and Password in a shown User's registration page and click "Register"
 - You are in login when a registration is proceeded properly.

Register

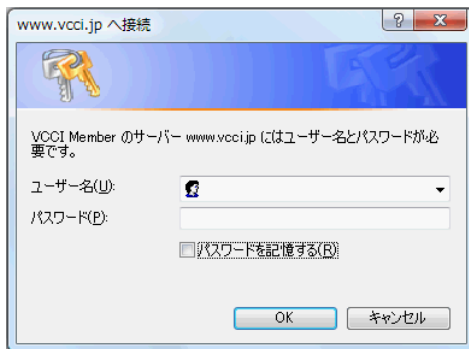
Enter the registered e-mail address and password

E-mail	<input type="text"/>
Password	<input type="password"/>

3. Login

In order to use a system of a report of compliance, you need to login with your registered email address and password.

1. Open URL of a report of compliance.
https://www.vcci.jp/senyo/tekigou_kakunin/
2. Enter USER ID and Password to enter a member section.



www.vcci.jp へ接続

VCCI Member のサーバー www.vcci.jp にはユーザー名とパスワードが必要です。

ユーザー名(U):

パスワード(P):

パスワードを記憶する(B)

OK キャンセル

3. Enter E-mail and Password in a shown page and click "Login".

4. New submission

1. Click "New report" in left row.
2. Fill the blanks and click "Confirm".

If you need to change the contact person's information please do so at the page [Change contact person's information] before starting e-reporting.

Herein we declare that the ITE described below conforms with the VCCI Technical Requirements regarding controlling electromagnetic interference from Information Technology Equipment.

(Mandatory)Name of ITE	<input type="text"/>		
(Mandatory) Classification of ITE and classification code	Select either Class A or Class B Class A / Classification code <input type="text"/> Class B / Classification code <input type="text"/> View classification codes		
Product type (Model No.)	<input type="text"/>		
In case the ITE is to be marketed under different brand please fill out the columns below.			
Brand (1)	Member number of the supplier	<input type="text"/>	
	Name of the brand supplier(Automatic)	<input type="text"/>	
	Product type (Model No.) of the branded ITE	<input type="text"/>	
Brand (2)	Member number of the supplier	<input type="text"/>	
	Name of the brand supplier(Automatic)	<input type="text"/>	
	Product type (Model No.) of the branded ITE	<input type="text"/>	
Brand (3)	Member number of the supplier	<input type="text"/>	
	Name of the brand supplier(Automatic)	<input type="text"/>	
	Product type (Model No.) of the branded ITE	<input type="text"/>	
Brand (4)	Member number of the supplier	<input type="text"/>	
	Name of the brand supplier(Automatic)	<input type="text"/>	
	Product type (Model No.) of the branded ITE	<input type="text"/>	
Brand (5)	Member number of the supplier	<input type="text"/>	
	Name of the brand supplier(Automatic)	<input type="text"/>	
	Product type (Model No.) of the branded ITE	<input type="text"/>	
(Mandatory)Name of the testing laboratory	<input type="text"/>		
(Mandatory) Measurement facility registration number	<p>Only registration No. of testing site that tested your applying product must be indicated.</p> <p>Done</p> <p><input type="checkbox"/> Radiated EMI measurement below 1GHz facility R- <input type="text"/> Measurement distance <input type="radio"/> 3m <input type="radio"/> 10m</p> <p><input type="checkbox"/> Radiated EMI measurement above 1GHz facility G- <input type="text"/> <input type="radio"/> 3m <input type="radio"/> Else <input type="text"/> m</p> <p><input type="checkbox"/> Mains port conducted EMI measurement facility C- <input type="text"/> <input type="checkbox"/> Applying product is not applicable for above 1GHz test Reason <input type="text"/></p> <p><input type="checkbox"/> Telecommunication ports conducted EMI measurement facility T- <input type="text"/> <input type="checkbox"/> Applying product is not applicable for mains port test Reason <input type="text"/></p> <p><input type="checkbox"/> <input type="checkbox"/> Applying product is not applicable for telecom port test Reason <input type="text"/></p> <p>Attention: * Starting October 1, 2011, Radiated EMI measurement above 1GHz goes into effect. So the Radiated EMI measurement above 1GHz on all applicable product and input of G-XXX are mandatory. You must check either 'G-XXX' or 'Applying product is not applicable for above 1GHz test' box with a reason why not to move on whether or not the product is an applicable. * Starting April 1, 2010, enforcement of limits of conducted disturbance at the telecommunication ports on products to be filed for conformity verification report is implemented. So the telecom ports testing on all products with telecom function and input of T-XXX are mandatory. You must check either 'T-XXX' or 'Applying product is not applicable for telecom port test' box to move on whether or not the product is telecom device. * You can not move on unless you input 'measurement facility registration number' or check 'Applying product is not applicable for (mains/telecom) port test and above 1GHz test' and write a reason.</p>		
(Mandatory)Date of testing	<input type="text"/> Year <input type="text"/> Month <input type="text"/> Day	If tests were performed on multiple dates, please indicate them in the column below.	
(Mandatory)Serial No. of the test report	<input type="text"/>		

- In this page, your registered information shows. If you need to revise content, click "Revision of a contact person" in a left row to do so.
3. Click "Report".
 - Confirmation email will be sent to the contact person.

6. How to cancel a report

A report that is not proceeded by VCCI can be cancelled.

1. Click "Top" in a left row.
2. Click "Delete" of a report that you would like to cancel.
 - "Delete" button shows only when a report is not proceeded by VCCI yet.
3. Click "Delete" in shown cancellation page.

7. How to look a list of previous submissions

There are two ways to look a list of your previous submissions.

① In Top page

Ten previous reports at maximum show in a Top page.

1. Click "Top" in left row .
2. Click "Detail" of the report that you would like to look in a shown top page.
3. Click "Issue acceptance certificate" in shown page and you can see a page for printing.
 - "Issue acceptance certificate" button shows only when a report is proceed by VCCI already.

② In "Reports inventory - search/add/modify" page.

"Reports inventory - search/add/modify" page show all previous submission that are proceeded by VCCI already.

1. Click "Reports inventory - search/add/modify" in left row.
2. Fill search words and in shown page and click "Search".

[Top](#)

Reports inventory - search/add/modify

[New report](#)

[Reports inventory - search/add/modify](#)

[Edit contact person's information](#)

Report No.	<input type="text"/>
Reporting type	<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Modify <input checked="" type="checkbox"/> Add
Reporting date	<input type="text"/> Year <input type="text"/> Month <input type="text"/> Day - <input type="text"/> Year <input type="text"/> Month <input type="text"/> Day
Acceptance No.	<input type="text"/>
Name of ITE	<input type="text"/>
Classification of ITE and classification code	Class A / Classification code <input type="text"/> Class B / Classification code <input type="text"/>
Product type (Model No.)	<input type="text"/>
<input type="button" value="Search"/>	

Results:1 - 1 / 1

Report No.	Reporting type	Reporting date	Status	Acceptance No.	Sub No.	Name of ITE	Class	Classification code	Product type (Model No.)	Details	Add/Modify
2009000099	new	2009/03/30	accepted	2009000015	1	テスト機器	A	A1	ABC-012	<input type="button" value="Details"/>	<input type="button" value="Add/Modify"/>

3. Click "Detail" of listed reports as a searching result.
 - Maximum of twenty reports shows at once. When searching result is more than twenty cases, you can click "Prev" or "Next" to see others.
4. Click "Issue acceptance certificate" in shown page and you can see a page for printing.
 - "Issue acceptance certificate" button shows only when a report is proceed by VCCI already.

8. How to look a list of all previous submissions of a company (for a Reporting Administrator)

Reporting Administrator can look a list of all previous submissions from a company.

This function can be operated by who is registered as a Reporting Administrator.

1. Click "Reporting History" in left row.
 - History of submission shows only to a Reporting Administrator.
2. Fill search words and in shown page and click "Search".
3. Click "Detail" of alisted reports as a searching result.
 - Maximum of twenty reports shows at once. When searching result is more than twenty cases, you can click "Prev" or "Next" to see others.
4. Click "Issue acceptance certificate" in shown page and you can see a page for printing.
 - "Issue acceptance certificate" button shows only when a report is proceed by VCCI already.

9. Modification and Addition

You can modify or add to already approved report by VCCI. There are two ways to do so.

① **Modify/Add from Top page.**

Maximum of ten reports show in Top page from the latest date.

1. Click "Top" in left row.
2. Click "Add/Modify" at a report that you would like to look.
 - "Add/Modify" button shows only when a report was approved.
3. Fill the blanks and click "Confirm".
 - In this page, your registered information shows. If you need to revise content, click " Edit contact person's information" in a left row to do so.
4. Click "Report" in a confirmation page.
 - Confirmation email will be sent to the contact person when a submission is made properly.

② **From " Reports inventory - search/add/modify " page.**

In "Reports inventory - search/add/modify" page, all reports that were proceeded by VCCI.

1. Click "Reports inventory - search/add/modify" in left row.
2. Fill search words and in shown page and click "Search".
3. Click "Add/Modify" of listed reports as a searching result.
 - "Add/Modify" button shows only when a report was approved.
 - Maximum of twenty reports shows at once. When searching result is more than twenty cases, you can click "Prev " or "Next" to see others.
4. Fill the blanks and click "Confirm".
 - In this page, your registered information shows. If you need to revise content, click " Edit contact person's information" in a left row to do so.
5. Click "Report" in a confirmation page.
 - Confirmation email will be sent to the contact person when a submission is made properly.

10. How to revise a content of User's registration.

1. Click "Edit contact person's information" in left row.
2. Fill the blanks and click "Confirm".
3. Review a content shown in a confirmation page and click "Register".
4. Open URL given in a confirmation email to a submitter.
 - Confirmation email is also sent to Authorizer and Recipient of certificate.
5. Enter E-mail and Password and click "Register".

Reporting Administrator

- If you select "Register as Reporting Administrator" or Member No. is changed by actual Reporting Administrator in a revision page, VCCI will conduct ID check. After completing ID check by VCCI, a Reporting Administrator can use a function.